

Dear Reviewer,

Thank you for agreeing to provide the *ILR Review* with an appraisal of a manuscript for possible publication in our journal. We appreciate your service to the profession and the time it takes to prepare a detailed report so that we may make an informed judgment about the readiness of the author's paper for inclusion in the journal.

It would be most helpful if you could comment on the paper within the next five weeks.

By now you should have received a letter of inquiry from one of the editors of the *Review*, with a link to the paper you would like to evaluate. There are five sets of possible recommendations a referee can make:

- Accept
- accept with minor revisions
- minor revisions required (R&R)
- major revisions required (R&R)
- reject

You will prepare a review for the authors and then write a separate letter to your liaising editor, in which you can be as candid as you want to be. The letter to the editor will be seen only by that editor. You will then upload both the report and the letter to the editor to the Edikit system, using the same link given to you when the appraisal was requested of you. If you do not have that link, please contact your liaising editor.

If you are having trouble accessing the paper you have been asked to review, if you do not know your login information, or if you are experiencing any other kind of difficulty, please contact the *ILR Review* staff at [ILRR@cornell.edu](mailto:ILRR@cornell.edu) or the Digital Commons support team at [support@dc.bepress.com](mailto:support@dc.bepress.com).

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Again, many thanks for your help.